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**FISCAL YEAR 2004  
CHILD AND ADULT CARE FOOD PROGRAM  
FAMILY DAY CARE HOME SPONSOR MEMO #7**

**TO:** Family Day Care Home Sponsors

**FROM:** Cheryl Schubel, Acting Supervisor  
Child and Adult Care Food Program

**DATE:** May 13, 2004

**SUBJECT: The Home Monitor – Keeping CACFP on Track**

Enclosed you will find copies of a Child and Adult Care Food Program (CACFP) video produced by the Special Nutrition Program, Mid-Atlantic Region, in cooperation with the Planning Council, a Virginia family day care home sponsor, and the Virginia Sponsor's Association, to serve as a training tool for family day care home sponsors to use with their day care home monitoring staff. The video outlines the responsibilities and required skills of the home monitors.

We all understand how crucial the monitor's job is to a successful operation. A home monitor must have a thorough understanding of program policies and procedures, excellent communication skills, be able to provide guidance and solve problems and have a strong interest in the welfare of children. This video was developed to address all these areas. Please note that the format of the video allows each sponsor the opportunity to "pause and discuss" specific policies and procedures related to their particular operation.

Copies of the video are provided in VHS format. Both English and Spanish versions are presented on the same tape. A Guide to Using the Home Monitor Training Video is also enclosed.

We hope you find the video and training guide useful.

**Enclosures:** Home Monitor Video Tape  
Training Guide

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